

City Secretary's Office (CSO)

300 W. Cotton St. | [Click here for map](#) [1]

[City Secretary's Office \(Records Administrator/City Elections\)](#) [2]

The City Secretary's Office attends all meetings of the City Council and keeps records of their actions. This office also receives the candidates' filing for City Council Elections, conducts early voting for all City of Longview Elections and coordinates supplies for Election Judges and Clerks on Election Day. The City Secretary attests the Mayor's and the City Manager's signature on all contracts, agreements, ordinances, resolutions and other legal documents executed by officers of the City. The City Secretary issues Oaths of Office and notarizes official documents.

[City Charter](#) [3] (pdf/468k).

For more information call: 903-237-1080 | [Contact Us](#) [4]

Source URL: <http://administration.longviewtexas.gov/city-secretarys-office-cso>

Links:

- [1] http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=300+W+cotton+st.+75601&sll=37.0625,-95.677068&sspn=30.185946,59.501953&ie=UTF8&hq=&hnear=300+W+Cotton+St,+Longview,+Gregg,+Texas+75601&ll=32.495447,-94.746373&spn=0.007818,0.018024&z=16
- [2] <http://administration.longviewtexas.gov/service/city-secretary%E2%80%99s-office-records-administrat Orcity-elections>
- [3] http://administration.longviewtexas.gov/sites/default/files/files/city-gov/city_charter_5072.pdf
- [4] <http://administration.longviewtexas.gov/services-contact#CSO@LongviewTexas.gov>